



DGSCR 3110.1

**DEFENSE LOGISTICS AGENCY
DEFENSE GENERAL SUPPLY CENTER
Richmond, Virginia 23297**

DGSC-LRE

28 Nov 89

DGSC REGULATION
NUMBER 3110.1

EMERGENCY RESPONSE

I. REFERENCES:

- A. Oil and Hazardous Materials Spill Prevention Control and Countermeasures Plan (SPCC) and Installation Spill Contingency Plan (ISCP) for DGSC, Oct 1981.
- B. Facilities Engineering Division, Oil Spill Prevention and Countermeasures Standing Operating Procedures.
- C. Annex C, Support of DoD Emergency Plans to DGSC Field Activity Basic Emergency Plan (FABEP).
- D. Annex D, Domestic Emergencies, to DGSC Field Activity Basic Emergency Plan (FABEP).
- E. Annex H, Appendix 2, Situation Reporting System of DGSC Field Activity Basic Emergency Plan (FABEP).
- F. Hazardous Waste Management Facility Permit (Part B).
- G. DGSC 6055.1, Hazardous Materials/Waste Program.
- H. Defense General Supply Center Physical Security Plan, 14 October 1981.
- I. DLAM 5710.1, Physical Security Manual.
- J. DGSC Sup 1 to DLAR 5705.1, Reporting of Security and Criminal Violations.
- K. DGSC Sup 1 to DLAM 6055.1, DLA Safety and Health Manual.

II. PURPOSE AND SCOPE. To provide in a single document, standard procedures for timely response to incidents, accidents or disasters occurring at DGSC. This DGSCR is applicable to all DGSC, Defense Depot Richmond Virginia (DDRVR) and Tenant Activities personnel. Applicable incidents, accidents and disasters are reflected in Enclosure List, Page 7. Procedures for on-the-scene actions are contained herein; detailed background, pre-incident planning actions and post-incident requirements are contained in respective references.

III. POLICY:

- A. The Director/Deputy Director, Office of Installation Services (DGSC-W) is designated the On-Scene Commander (OSC) for incidents, accidents or disasters covered in Encls 3, 4 and 5 of this regulation. The OSC designation is specifically further delegated to the Fire Chief or his representative for Chemical and Packaged Oil Spills (Encl 3). In the absence of the Director/Deputy Director, the Facility Engineer will either be the OSC or provide OSC cognizance for Oil Spills (other than packaged products) (Encl 4) and for Natural Disasters (Encl 5).
- B. The Command Security Officer (CSO) is designated the OSC for incidents, accidents or disasters covered in Encls 6, 7 and 8 of this regulation. In the absence of the Command Security Officer, the Assistant Command Security Officer (ASCO) will be the OSC.

This DGSCR Supersedes DGSCR 3110.1, undated (1988).

C. The Command and Control Center (CCC) will be activated when a major incident, accident or disaster requiring the DGSC Commander or Deputy Commander's personal attention occurs.

IV. DEFINITION:

A. Reporting Person. The first employee who becomes aware of an incident, accident or disaster.

B. On-Scene Commander (OSC). The individual who will be responsible for the completion of all appropriate actions required to properly deal with an incident, accident or disaster as covered within the enclosures of this regulation.

C. Emergency Response Team (ERT). Personnel, in addition to Security Guards and Fire Department personnel, who are to respond to incidents, accidents or disasters occurring on DGSC property, other than chemical or packaged oil spills.

D. Spill Response Team (SRT). Personnel assigned to DDRV-TWIB, who have been trained and are equipped to respond to all chemical or packaged oil spills occurring on DGSC property. SRT is at the call of the Fire Chief or his representative.

V. SIGNIFICANT CHANGES. This regulation has been extensively revised to include changes in organizational names, redesignated responsibilities and updated Emergency Response Team (ERT), Spill Response Team (SRT) information.

VI. RESPONSIBILITIES:

A. The Reporting Person will:

1. For chemical/oil spills or natural disasters:

- a. Evacuate the area upwind.
- b. Notify the Fire Department, Ext. 3131.
- c. Notify Supervisor or Director.
- d. Take other actions as directed by Directorate/Office

Internal Memorandum or Procedures,

2. For bomb threats, civil disturbances or nuclear accidents:

- a. Notify Command Security, Ext. 4888.
- b. Notify Supervisor or Director.

B. The Fire Chief or his representative(s) will:

1. For chemical or packaged oil spills:

- a. Serve as OSC.
- b. Notify:

(1) During Non-Duty Hours:

(a) The Staff Duty Officer (SDO), ext. 3825, who then will notify the Safety and Health Manager (S&HM) or the Hazardous Materials Manager (residence phone numbers will be maintained in the SDO Book). The first of these two individuals contacted by the SDO will monitor performance of the OSC duties.

(b) Command Security Office (CSO), ext. 4888 (or Radio Control two), which will notify (per OSC request) SRT and any other resources.

(2) During Duty Hours: The CSO, ext. 4888 (or Radio Control One), which will notify:

(a) Spill Response Team (SRT), ext. 4367 (or Radio Unit #17).

- (b) Safety and Health Office, ext. 4830 (or Radio Unit #14).
- (c) Any other resources required.
- (d) CCC as an initial alert about the situation.
- c. Respond to the scene with the Hazardous Materials Response Vehicle and Fire Truck, if necessary.
- d. Take action outlined in Encl 3 to contain and/or clean up the spill.
- 2. For oil spills, other than packaged oils, notify:
 - a. The Chief, Roads and Grounds Section, ext. 3260, to advise him of the situation (maintain his residence phone number in the office of the Fire Chief to contact during non-duty hours).
 - b. The Facility Engineer, Deputy Director or Director Installation Services (DGSC-W) to serve as the OSC (maintain residence phone numbers in the office of the Fire Chief to contact during non-duty hours).
 - c. The Safety and Health Officer.
 - d. The DGSC Environmental Engineer.
 - e. The CCC during duty hours or when activated; otherwise the SDO (during all other hours) as an initial alert about the situation.
- 3. For natural disasters, notify the Facility Engineer, the Deputy Director or Director of DGSC-W to serve as OSC.
- 4. For all other conditions covered in this regulation (see Encl 6-8), notify the CSO, Ext. 4888 (or Radio Control Two).
- C. The Chief, Roads and Grounds Section will:
 - 1. Respond to the scene of an oil spill (other than packaged oil) with oil spill equipment and take actions outlined in Encl 4 to contain/clean up the spill.
 - 2. Perform OSC duties in the absence of Dir/Instl Svcs or Facility Engineer.
 - 3. Determine (as acting OSC) whether the Emergency Response Team is needed and notify the CSO accordingly.
 - 4. Notify the Environmental Engineer.
 - 5. Provide information (as acting OSC) to the SDO (during non-duty hours) or to the CCC required to inform the DGSC Commander and to submit Special Situations Reports (SITREPs).
 - 6. Maintain the security and operational readiness of the oil spill equipment.
- D. The Director, Office of Installation Services (DGSC-W) will:
 - 1. Serve as OSC for the following incidents, accidents or disasters at DGSC:
 - a. Oil Spills (other than packaged products) (Encl 4).
 - b. Natural Disasters (Encl 5).
 - 2. Equip and maintain a Hazardous Materials Response Vehicle and Oil Spill Response with equipment listed in the attachments to Encl 3 and 4.
 - 3. Designate and train personnel to respond to assigned situations that are included in this regulation (this excludes designating and training SRT staff).
 - 4. As OSC, execute the functions indicated in Encl 4 and 5 as described above and ensure adequacy of the execution of OSC functions by the Fire Chief indicated in Encl 3.

5. Determine additional requirements and execute actions which are required to contain or otherwise deal with and/or clean up after situations referred to above.

6. Inform (either through the CCC or through the SDO) the DGSC Commander, affected Directors/Office Chiefs/Commander DDRV and, if appropriate, HQ DLA about pertinent actions being taken, conditions, casualties, progress, etc.

a. If the CCC is activated during non-duty hours or if the incident occurs during duty-hours, the OSC will provide above information to the CCC. The CCC will:

(1) Disseminate to the DGSC Commander and to affected Directors/Office Chiefs/Commander DDRV/affected Chiefs of Tenant Activities.

(2) Prepare Special SITREP for Headquarters, DLA, and when approved by the DGSC Commander or Deputy Commander, transmit to Headquarters DLA.

b. During periods other than those indicated in para a above, the information provided by the OSC to the DGSC SDO will be used to advise the DGSC Commander and to prepare and (when approved) submit Special SITREP(s) to the HQ DLA SDO.

7. Complete after action reporting as appropriate.

E. The Commander DDRV will:

1. Designate and train a Spill Response Team of 12 personnel.

2. Maintain (and review quarterly) with the CSO the names and applicable current office and home telephone numbers of each member of the Spill Response Team.

3. Have Spill Response Team personnel report to the scene, upon call.

4. Provide technical expertise at the scene through the entire response period for incidents/disasters.

5. Provide for clean-up and debris removal and coordinate disposal with DRMO.

6. Complete after-action reporting as applicable.

F. The Command Security Officer will:

1. Serve as OSC for the following incidents or accidents at DGSC:

a. Bomb Threats, Encl 6.

b. Civil Disturbances, Encl 7.

c. Nuclear Accidents, Encl 8.

2. For oil spills, when notified by the OSC:

a. Notify Emergency Response Team personnel (those individuals shown on Encl 2) via the dispatcher.

b. Notify, via the Dispatcher Desk, the assigned SDO of the day or weekend during non-duty hours.

c. Proceed to scene to ensure crowd control and evacuation or designate an appropriate member of the Office to represent Command Security.

d. Notify the DGSC Deputy Commander of significant spills or actions.

3. For all other conditions covered in this regulation except natural disasters:

- a. Notify Emergency Response Team members.
- b. Notify SDO when on duty.
- c. Proceed to scene.
- d. Execute OSC functions in bomb threat, civil disturbance and nuclear accident situation as applicable (see Encl 6, 7 and 8).
- e. Notify the DGSC Deputy Commander of significant actions.
4. Determine and execute additional actions which are required to deal with situations listed above.
5. As OSC, when the CCC is activated, keep the DGSC Deputy Commander informed on pertinent actions being taken, conditions, casualties, progress, etc.
6. Complete after action reporting as appropriate.
3. The Environmental Engineer will (when emergencies impact on the environment):
 1. Notify:
 - a. DGSC Commander/Deputy Commander.
 - b. The appropriate Commonwealth of Virginia Environmental Regulatory Agency (VA ERA).
 - c. U.S. Coast Guard (USCG) only when waterways are affected.
 2. Maintain presence at the scene of the incident until containment and clean-up is completed to:
 - a. Provide technical advice to the OSC.
 - b. Collect all required data for subsequent environmental reporting.
 3. Prepare interim and/or final reports to VA ERA and/or USCG for DGSC Commander's signature.
4. The Staff Duty Officer (SDO) will (during non-duty hours):
 1. Execute the responsibilities of the OSC until the designated OSC arrives on the scene.
 2. Keep the DGSC Commander informed of status about the incident provided by the OSC (and/or from personal observation).
 3. When appropriate and upon approval by the DGSC Commander, provide Special SITREP(s) to the HQ DLA SDO.
 4. Provide status to the CCC about continuing incidents which may require subsequent follow-up Special SITREP(s).
- I. The DGSC Commander/Deputy Commander (DGSC-D/DD), when required, will direct the Office of Policy and Plans to activate the CCC in Conference Room 1 of Building 34.
- J. The Director, Office of Telecommunications and Information Systems (DGSC-Z) will establish a two-way radio communications link between the CCC and the OSC within 30 minutes after the CCC is activated and the Communication Center is so notified.
- K. The Director, Office of Policy and Plans (DGSC-L) will:
 1. Activate and operate the CCC in Conference Room 1, Building 34, when directed by the DGSC Commander.
 2. Receive from DGSC-Z and operate a radio to communicate with the OSC.
 3. Maintain status charts on incidents, accidents or disasters.
 4. Receive information from the OSC required to:
 - a. Keep the DGSC Commander and affected Directors/Major Office Chiefs/Commander DDVV informed about the situation.
 - b. Prepare and submit Special SITREP(s) to HQ DLA, as appropriate.

c. Provide status to the DGSC SDO about continuing incidents which may require subsequent follow-up Special SITREP(s) to the HQ DLA SDO.

5. Maintain this regulation and review it annually.

II. All Directors and Chiefs of Major Offices will:

1. Develop internal procedures for execution of responsibilities contained herein and particularly for the notification and assembly of personnel to react to emergency situations.

2. Designate an activity coordinator for emergency response activities.

3. When the CCC is activated, per paragraph VI.K.1 above, keep the CCC informed of pertinent actions being taken, conditions, casualties, progress, etc.

4. Forward all requests for Personal, Protective Clothing and Equipment (PPC&E) through the Safety and Health Manager for approval prior to purchase.

VII. PROCEDURES:

A. Response by Reporting Person:

Response to incidents, accidents and disasters at DGSC will be initiated by the first person aware of the situation. He/she will call the Fire Department, ext 3131, for chemical spills, packaged or larger oil spills, and natural disasters. He/she will call the Command Security Office, ext 4888, for bomb threats, civil disturbance and nuclear accidents.

B. Notification:

When the OSC determines that the Emergency Response Team should respond, he will notify the Command Security Officer to activate the team. The Command Security Officer will complete the notification of ERT members shown at Encl 2. When the Command Security Officer is notified of a bomb threat, civil disturbance or nuclear accident, he will notify persons on Encl 2 on a selective basis and those specified in the respective enclosures pertaining to such conditions. For natural disasters, the Command Security Officer will notify persons specified by the Director or Deputy Director, Office of Installation Services, Facilities Engineer, Fire Chief or Chief of the Roads and Grounds Section whichever is serving as the OSC.

C. Activation and Actions of Emergency Response Team (ERT) or Spill Response Team (SRT):

1. Upon being notified of an incident or accident, response personnel listed in Encl 2 will immediately proceed to the scene.

2. For chemical/packaged oil incidents, the Fire Chief will respond with the Hazardous Materials Response Vehicle and Fire Truck, if necessary.

3. For oil spill, the Chief, Roads and Grounds Section will respond with the oil spill equipment.


4. The OSC will determine the need for additional equipment and call for it as required.

5. Procedures for dealing with specific incidents, accidents or disasters are contained in Encl 3 through 8.

6. The ERT is an initial reacting and decision making group. The group will assemble additional personnel and equipment when required to control, correct or otherwise deal with the emergency.

BY ORDER OF THE COMMANDER

3 Encl



A. J. POLJINSKI
Chief, Admin Service Division
Ofc/Installation Services

Enclosures:

1. Storage Areas for Hazardous Materials
2. Emergency Response Team/Spill Response Team
3. Response to Chemical and Packaged Oil Spills
4. Response to Oil Spills, other than Packaged Oil
5. Response to Natural Disasters
6. Response to Bomb Threats
7. Response to Civil Disturbances
8. Response to Nuclear Accidents

DISTRIBUTION: E&S

S-25 cys DGSC-WS 15 cys DGSC-DW
10 cys DGSC-LRE
15 cys DGSC-I
15 cys DGSC-W
10 cys DDRV
1 cy AFGE Local 2047

COORDINATION: DGSC-DR, DGSC-DE, DGSC-DI, DGSC-DK, DGSC-DM, DGSC-DU,
DGSC-DW, DGSC-C, DGSC-G, DGSC-I, DGSC-K, DGSC-L, DGSC-O, DGSC-P,
DGSC-Q, DGSC-S, DGSC-W, DGSC-Z, DDRV, DPSSD, DRMO, DSAC-RRE, DFSEO,
DDRO, DCAS, DCSO, DCIS, US Army Recruiting Battalion, Sm Bus Admin
Res Ofc, Sm Bus Admin Breakout Ofc, Clinic, Bellwood GMDA, VA DES,
VA Army National Guard, Post Exchange, Commissary, DSI, Union
Local 2047

STORAGE AREAS FOR HAZARDOUS MATERIALS (H/M)

- | | |
|--------------------------------------|--|
| 1. Whse 66, Sec D & E | Central Receiving Area |
| 2. Whse 60, Sec D | Carrier Staging Area for All H/M |
| 3. Whse 60, Sec A | Bulk Packing |
| 4. Open Storage
Area E01 thru E07 | Combustible, Corrosive, Base and
Antifreeze |
| 5. Transit Shed B-21 | Antifreeze |
| 6. Transit Shed B-22 | Overflow from Whse 8, Flammable,
Corrosive, Bases |
| 7. Whse 8, Sec A-E | Flammable, Corrosive, Base, Toxic,
Reactive |
| 8. Whse 9, Sec A-E | Corrosive, ORM, Low Hazard, Asbestos |
| 9. Whse 12, Sec A-D | Combustible |
| 10. Whse 48 | Radioactive |
| 11. Whse 47, Sec A-D | Water Reactives, Radioactive |
| 12. Whse 4 | ORM, Corrosive |
| 13. Open Shed 2, Sec A-C
Sec D-E | Combustible |
| 14. Open Storage Shed T-71 | Chlorine |
| 15. Whse 51, A-C | DRMO H/M Holding Area |

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EMERGENCY RESPONSE TEAM/SPILL RESPONSE TEAM

GP	ORG/OFFICE	DUTY PHONE	PAGER	RADIO UNIT
A	Command Security Office			
	Command Security Officer (CSO)	4751/4888		27
	Deputy CSO	5303/4888		28
	Dispatcher Desk	4888/4889		Control 1
B	Office of Installation Services			
	Director	3851		
	Deputy Director	3851		
C	Facilities Engineer Division			
	Facilities Engineer	4851		
	Deputy	4851		
	Ch/Roads & Grounds	3260/3560		5
D	Fire Prevention & Protection Br			Control 2
	Chief	3630		7
	Assistant	3630		20
E	Environmental Engineer	3781/4851		
F	Safety & Health Office			
	Safety Manager	4830	26/154	
	Hazardous Material Manager	5306	26/141	14
	Industrial Hygienist	5305	26/120	16
	Safety Specialist	4839	26/170	12
G	DDRV			
	Hazardous Materials Coordinator	3113	26/188	
	Night Supervisor	4160		
	Weekend Supervisor	4159		
	Soil Response Team	4367		17
H	DRMO			
	Chief	4325		
I	Medical Mass Casualty	3821		

RESPONSE TO CHEMICAL AND PACKAGED OIL
SPILLS/INCIDENTS

1. GENERAL

a. The Chief, Fire Prevention and Protection Branch, Facilities Engineering Division, Office of Installation Services (hereafter referred to as the Fire Chief) is the On-Scene Commander (OSC) for chemical and packaged oil spills and incidents. Detailed pre-planned actions and procedures to deal with spills, clean up and disposal of residue are contained in references IA, IG and IH. This enclosure is intended to provide only those procedures applicable after a spill has taken place.

b. A Hazardous Materials Response Vehicle, outfitted with equipment shown in ATT 1 to this enclosure is maintained under the custody of the Fire Chief. That vehicle is dispatched, along with a Fire Truck, to the scene of a chemical spill or accident.

c. Personnel knowledgeable and/or trained to deal with chemical spills are available in the:

(1) Directorate of Technical Operations, DGSC-SUM, ext: 3990.

(2) Safety & Health Office, DGSC-DW, ext: 4830/4833.

(3) DDRV, Spill Response Team, ext: 4367:

d. Notification procedures are contained at paragraph VII.B in the basic part of this regulation.

e. Request for assistance involving chemical spills/accidents at off-Center locations will be forwarded to the Director, Office of Installation Services, for evaluation and recommendation to the DGSC Commander. Support will be provided on a case-by-case basis as directed by the DGSC Commander. Responsibilities, procedures and reports in the following paragraphs (which are principally oriented to on-Center response) will be adapted as appropriate to meet the requirements for off-Center chemical spill/accident support directed by the DGSC Commander.

2. RESPONSIBILITIES: Spill/Incident Response Notification:

a. The first person to notice or cause a hazardous material spill will:

(1) Evacuate the area upwind immediately. Notify the Fire Department, Ext 3131, providing the following information:

(a) Name of caller.

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(b) Exact location of spill/incident.

(c) NSN/nomenclature/amount of material, if available.

NOTE: DO NOT RETURN TO SCENE OF SPILL WITHOUT PROTECTIVE CLOTHING
AND EQUIPMENT!

(2) Stand by (in a safe location, upwind) to direct the
Fire Department to the spill/incident scene.

(3) Keep all unauthorized personnel away from or out of the
spill/incident area.

(4) Ensure evacuated personnel are directed upwind of
incident.

(5) Support the OSC as requested.

b. The Fire Chief will:

(1) Respond to the scene with the Hazardous Material
Response Vehicle and a Fire Truck. Other equipment will be
requested as needed.

(2) Have personnel in full protective equipment enter the
spill area and accomplish the following:

(a) If fire personnel find any other personnel in the
area, evacuation of the other individuals takes precedence over
action pertaining to materials and/or buildings.

(b) Confirm or identify spilled product by NSN,
nomenclature, amount and determine appropriate action.

(c) Provide technical advice, as applicable, regarding
the handling, clean-up and disposal of residue.

(3) Establish a Command Post at the scene from which to
direct operations.

(4) Direct actions at the scene to contain, neutralize and
clean up chemical spills or chemical accidents.

(5) Request, as needed, personnel and equipment support from
other directorates, in addition to the Spill Response Team (SRT):

(a) Technical support from the Directorate of Technical
Operations (DGSC-S).

(b) Personnel (labor) and equipment support from DGSC-W
and DDRV.

(6) Inform users of the radio net of the incident and instruct them to use their radios for emergencies only.

(7) Direct cleanup and restorage of equipment after use by persons who used such equipment.

(8) Keep the DGSC Deputy Commander informed of actions, progress, etc.

(9) Inform the Director, Office of Policy and Plans, CCC (or the SDO during off-duty hours) of the time and date the spill occurred, when clean up is expected to be completed, casualties, adverse mission impact and/or need for HQ DLA assistance, for Special SITREP purposes, when such events occur.

c. ERT/SRT Members (Encl 2) will:

(1) Report to the scene upon notification.

(2) Support the Fire Chief as required.

(3) Call to the scene additional personnel and/or equipment as requested by the OSC or as determined to be needed.

d. The Commander, DDRV will:

(1) Maintain a trained group of personnel to respond to, contain, control, clean up and dispose of spilled chemicals and cleanup residue.

(2) Provide the above trained personnel to the OSC, at any DGSC location, upon request.

e. The Director, Directorate of Technical Operations (DGSC-S) will provide technical advice and assistance by telephone, or, if required, to the OSC at the scene, have an individual report to the scene to provide technical data such as product and hazard identification, handling and containment techniques, disposal methods, etc.

f. All Directors/Chiefs of Major Offices/Commander DDRV and Chiefs of Tenant Activities will:

(1) Support the OSC as requested.

(2) Ensure all personnel who receive, store or ship hazardous materials are trained in the appropriate identification, handling and evacuation procedures and in the applicable laws and regulation. This training will be provided all employees newly assigned to these duties and refresher training will be furnished annually thereafter (IAW Reference I, Chapter V).

3. PROCEDURES

a. Response. The Fire Chief will respond with the Hazardous Materials Response Vehicle and a Fire Truck. Upon notification of a chemical spill or chemical accident, the OSC will proceed to the scene, assess the situation, and if necessary, take appropriate action to notify the Spill Response Team (SRT). Additional personnel likely to be needed at the scene are security police, auxiliary firefighters, equipment operators, first aid personnel, warehousemen and/or laborers. SRT will remain at the scene until released by the OSC.

b. Evacuation. The area of a chemical spill should have been evacuated by the initial reporting person. If not, the OSC will direct evacuation consistent with hazards existing or expected. Personnel will be directed to evacuate upwind to a safe distance. The OSC will request CSO to cordon off and prevent reentry except by authorized properly equipped and protected personnel.

c. Entry to a spill area. Initial entry to a spill area will be made by two firemen in full protective suits with self-contained breathing apparatus. After ensuring that no unprotected personnel are in the area, these men will identify the product by labels, i.e., HSN, nomenclature, and quantity. The identity information will normally be relayed to the Fire Chief or OSC for checking against the Hazardous Materials Information System (HMIS) listing to determine hazards, characteristics and containment or neutralization methods. Hasty actions may be taken by the firemen while in the area to reduce or stop the flow or to contain the product if it can be done without risk of contamination or injury. Subsequent entry of additional personnel will be made only after the OSC has determined the method to be used to deal with the spill.

d. Containment. Containment or neutralization may be accomplished in accordance with HMIS procedures or as directed by competent authority at the scene.

e. Storage of residue. Site selection for the storage of spill residue will be determined by the SRT or Environmental Engineer.

f. Equipment cleanup. Equipment used in dealing with a chemical spill will normally be from the Hazardous Materials Response Vehicle or from operating equipment in the Office of Installation Services or DDRV-TW4B. Equipment used will be returned to its original condition immediately after work on the chemical spill is terminated. Equipment will be cleaned, dried and returned to original location by the individual user. When repair beyond the capability of the using person is required, the user will initiate repair/replacement action through appropriate channels.

g. Disposal. All hazardous waste and spill residues are to be disposed in accordance with method(s) specified in the U.S. Army Environmental Hygiene Agency "Waste Disposal Instructions," HSJ3-ES/WP, Technical Guide No. 126, May 1986 with Ch. 6 dtd Nov 86, or as specified by the DGSC-WI Environmental Office.

4. REPORTS: When required, Special SITREPs will be made to HQ DLA SDO by the SDO, and to DLA_LC by the Director of Policy and Plans based on information furnished by the OSC (per paragraph 2b(9) above).

Attachment:

1 - Hazardous Materials Response Vehicle Equipment List

ATT 1
Encl 3
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HAZARDOUS MATERIALS RESPONSE VEHICLE
EQUIPMENT LIST

<u>ITEM</u>	<u>QTY</u>
Absorbent, Solvent	50 lbs
Adapter, AC/DC 120 Volt	1
Adapter, Fire Hydrant (garden hose)	1
Aprons, Rubber	16
Bags, Plastic Medium	1 Box (125)
Bags, Polyethylene, Large	8
Bar, Pry	1 case
Barricade, 30" with flasher light	1
Batteries, Flashlight, D	12
Bicarbonate of Soda	100 lbs
Binoculars	1 or
Blankets/Fire	2
Bleach	1 gal
Boots, C, T, S 17", Sizes 10, 11, 12, 14, 18	14 or
Bracket for Mounting SCBA	2
Breathing App, Self Contained Bio Pak 60	2
Absorbent, Bio, Pak 60, CO2	1 can of 12
Cylinder, Bio Pak 60, O2, Spare	2
Value, Transfill, for filling O2 Cylinders	1
Blackboard (1 1/2' by 2 1/2')	1
Broom, bench	2
Broom, long handle	1
Cable, Bonding	2
Cable, Grounding	2
Canopy, (10' x 18')	1
Cartridges, Respirators, Organic Vapors	12
Chairs, Folding	6
Cleaner, Liquid, Protective Equip	1 gal
Cones, Safety	6
Container, Dirty Tool	1
Container, 1 gal, Dot Spec	2
Container, 5 gal, Dot Spec	2
Container, Trash	6
Container, Water, 5 gal cooler	2
Cord, Electric Extension, 100 ft.	4
Coveralls, Neoprene Acid	1 case
Coveralls, Saranex Coated	1 case
Coveralls, Ty-vek	1 case
Cylinder, Air, 2250 P.S.I.	2
Drum Dot 17 E Open Head	1
Drum, Overpack	4
Dustpan	1

ATT 1
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<u>ITEM</u>	<u>QTY</u>
Extinguisher, A, B, C	1
Extinguisher, CO2	1
Eye Lavage, Deluge	2
Fan, Portable, Explosion Proof	1
Flashlight	8
Floodlight, Explosion Proof	1
Funnel, Metal (Small)	2
Funnel, Plastic	1
Gastector	2
Gauntlets	4 pr
Generators	1
Gloves, Disposable	2 Boxes
Gloves, Nitrile	2 Doz
Gloves, Neoprene	3 Pr
Goggles, Chemicals	6
Hammer, Nonsparking, Large, Claw	1
Hammer, Nonsparking, Small	2
Hats, Bump w/face shields	3
Head Liners	5
Head Sets, Radio Comm	3
Heater, Quartz (1500 watts)	1
Hoist, Strap	1
Hood, Acid	2
Horn, Bull.	1
Hose, Airline, 100 ft.	4
Hose, Garden, 50 ft.	2
Kit, Butyl Rubber Repair	1
Kit, First Aid	1
Kit, Spill Response with drum	2
Kit, Tool, Mechanics	1
Kit, Patching Drum	1
Knife	1
Labels, Caution, Roll	300 ft
Labels, (Chemical Hazard) Assorted	1 Box (5 ea labels and placards)
Library, Spill, Briefcase	1
Lid, Drum, Special	1
Light, Flood - Oven (4 floods)	1
LSM for liquid spills	1 roll
Manifold, cylinder	1
Marker, Black	1 Doz
Marker, Yellow	1 Doz
Meter, PH	1
Meter, Radiological Detection	1
Mops	3
Neutralizer, Acid	400 lbs

ATT 1
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<u>ITEM</u>	<u>QTY</u>
Neutralizer, Caustic	200 lbs
Nozzle, Hose, Water	2
Pail, Moo	1
Pool, Decontaminating	1
Pump, Air	2
Pump, Hand (Explosion Proof)	1
Raft, 2 man	1
Rags	50 lbs
Respirators, Chemical	5
Respirators, Dust	1 Pkg (50)
Rope, Nylon, 10' with hooks	4
Rope, Nylon, 100' with hooks	1
Rope, Nylon, 12' (Sling)	2
Scissors	3
Shovel, Nonsparking, Small	3
Shovel, Nonsparking, Long	3
Soap	2 Doz Bars
Soda Ash	250 lbs
Solusoro	40 lbs
Squeegees	2
Strainer, Drum, Liquid	2
Suit, Acid - Air Nozzle	2
Suit, (Rubber, Acid)	2
Tape, Masking	4 Rolls
Tape, Safety/Yellow	1 Roll
Tester, ph, litmus paper	6 vials
Towels	2 Doz Packs
Truck, Mobil, Hand	2
Valve, Transfill for filling O2 Cylinder	1
Winch, (3500 lb)	1

RESPONSE TO OIL SPILLS

1. GENERAL

a. The Director of Installation Services is the On-Scene Commander (OSC) for oil spills. Detailed preplanned actions and procedures to stop, contain and clean up spills are contained in reference IF.

b. The Oil Spill Response equipment shown in ATF 1 to this enclosure is maintained under the custody of the Chief, Roads and Grounds Section, Facilities Engineering Division. Roads and Grounds personnel will move the equipment to the scene of the reported oil spill.

c. Notification procedures are contained at paragraph VII.3 of the basic part of this regulation.

2. RESPONSIBILITIES

a. The Director, Office of Installation Services (DGSC-W) will:

(1) Serve as OSC for oil spills.

(2) Maintain personnel trained in the techniques of dealing with oil spills.

b. The OSC will:

(1) Establish a Command Post at the scene from which to direct operations.

(2) Direct action to stop the spill flow, contain spilled oil and clean up the spill.

(3) Ensure that the Environmental Engineer is called to the scene of the oil spill.

(4) Call for additional personnel from Directorate of Installation Services and DORV-TWMC as needed.

(5) Instruct users of the radio net to use their radios for emergency use only.

(6) Obtain technical assistance from the Directorate of Technical Operations (DGSC-SLM), if needed.

(7) Arrange for assistance from commercial sources if required.

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(8) Keep the DGSC Deputy Commander informed of actions and progress, if required.

(9) Inform the Director, Office of Policy and Plans (or the SDO during off-duty hours), for SITREP purposes, per reference IE, if the spill is likely to result in adverse publicity for DLA.

c. The Chief, Roads and Grounds Section, Facilities Engineering Division will:

(1) Execute primary responsibility to provide personnel and equipment for oil spill containment and cleanup.

(2) Maintain Oil Spill Response equipment, shown at ATT 1.

3. PROCEDURES

a. The DSC will evaluate the oil spill and initiate priority action to stop the flow, contain the spilled oil to prevent flow into nearby stream or, if already in stream, to block its flow downstream and then clean up the spill. Oil Spill Response equipment will be augmented from on Center or commercial sources.

(1) The following flow-stop and containment measures apply:

(a) Stop leaks/spills by shutting down pumps, closing valves and capping lines.

(b) If the oil is flowing into or threatening storm sewer inlets, use dirt, hay or straw to dike off sewer inlets.

(c) If oil has flowed into or is flowing into a diked area, ensure that valve controlling drainage from area is closed.

(d) If the oil is flowing into:

(1) Kingsland Creek, send a crew to Lone Star Industry and place a boom across creek to prevent oil entry into the James River and construct barriers in creek at DGSC utilizing fencing and straw or snares supported at such height as to trap oil but permit flow of water underneath.

(2) Unnamed creek, send a crew to the creek crossing under Gayland Ave., 800 ft. east of Routes 1/301, and place a boom across creek to prevent oil entry into the James River. Also construct barriers in creek near National Guard area (Alcott Road) utilizing fencing and straw or snares supported at such height as to trap oil but permit flow of water underneath.

(e) Ambulance should be sent along with crews for incidents of snakebites.

(f) If flow reaches the James River, deploy booms to contain the spill.

(2) The OSC will contact the following personnel:

(a) The Environmental Engineer for all oil spills.

(b) The Public Affairs Office (PAO) if oil reaches the James River.

(3) Spilled oil shall be recovered to the maximum extent feasible. Physical removal is preferred. For this purpose, absorbents, vacuum pump trucks, skimmers, skimmer barges, etc., should be appropriate. Chemical dispersants, gels, emulsifiers, sinking agents, etc., shall not be used unless dictated by special considerations such as critical water intakes, public health, wildlife considerations or fire hazards, and then only after consultation with the appropriate VA Environmental Regulatory Agency (ERA). Spilled oil shall be salvaged to the maximum extent feasible with unsalvageable materials being disposed of in accordance with all applicable Federal, State and local regulations.

(4) In the performance of operations, the rights of property owners outside the confines of DCSCC shall be protected to the maximum extent practicable. Permission of owners to enter upon lands shall be obtained in all instances where practicable. Should owners refuse to grant right of entry, the OSC shall request the CSO to seek assistance from the local U.S. Marshal.

4. REPORTS

a. Releases to news media will be made only by the DCSCC Public Affairs Officer.

b. In the event of pollution or danger of pollution outside of DCSCC, the Environmentalist will notify the VA ERA.

c. If a report is made to EPA, a Special SIPREP will be submitted in accordance with reference IE.

Attachment:

1 - Oil Spill Response Equipment List

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OIL SPILL RESPONSE
EQUIPMENT LIST

<u>ITEM</u>	<u>QTY</u>
Absorbent (speedi-drv), 40 lb bags	10
Bags, sand	48
Boat, Row, 12 ft	1
Blankets, absorbent, 50 ft rolls	12
Boom, Floatative, absorbent	100 ft
Boom, Floatative, rubber	200 ft
Pump, centrifugal, 1 1/2 inch w/noses and fittings	1
Pump, centrifugal, 4 inch w/noses and fittings	1
Shares, oil	48
Straw	5 bales

RESPONSE TO NATURAL DISASTERS

1. GENERAL

a. The Director of Installation Services is the On-Scene Commander (OSC) for natural disaster assistance or relief. This applies to direct relief for on-Base disasters or for the support of Federal Emergency Management Agency (FEMA) or military forces in natural disasters at other locations.

b. Responsibility for alleviating effects of natural disaster rests with individuals, families, private industry, local and State governments, the American National Red Cross (ANRC) and Federal civil agencies having special statutory responsibilities. Individuals and organizations in the private sector represent the first echelon of support during a domestic emergency. As the extent of the emergency grows beyond the capability of the private sector, local, State and the Federal government, as appropriate, will exert every effort to alleviate the effects of the disaster. Military resources may be called upon in the initial stages of disasters to provide humanitarian relief which otherwise could not be given in such timely fashion. FEMA is the Federal agency responsible for directing and coordinating Federal assistance in natural disasters.

c. The ARC, operating under a charter from Congress, is the official volunteer disaster relief agency of the American people. While Federal agencies deal primarily with State and local governments, the Red Cross plays a principal role in disasters by providing grants and other types of assistance to individuals and families to cover their emergency needs.

d. The Secretary of the Army is designated as the DoD executive agent for military support in cases of natural disasters. The U.S. Army Forces Command (FORSCOM) coordinates and controls the employment of forces and resources of DoD in the conduct of natural disaster relief operations. The forces are provided through the CONUS Army Commands. OSC support will normally be coordinated through the Army Command of the disaster area.

e. DGSC resources may be committed in an imminently serious situation to save human life, to prevent immediate human suffering or to prevent or reduce destruction or damage to public or private property. The DGSC Commander is authorized to provide such assistance as he deems necessary without prior approval of FEMA, FORSCOM or HQ DLA. The employment of resources in an imminently serious situation will be reported as soon as practicable to HQ DLA, FORSCOM and the Commander, 1st U.S. Army.

f. Detailed procedures for employment of military resources in natural disaster operations are contained in Appendix 2 of reference IC.

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2. RESPONSIBILITIES

a. The OSC will:

- (1) Direct actions at DGSC to assist persons affected by the disaster.
- (2) Direct cleanup of damaged buildings, facilities and/or equipment.
- (3) Coordinate the release of equipment or supplies, except for those requisitioned through normal logistics channels.
- (4) Coordinate disaster relief actions with the Chesterfield County Red Cross, HQ 1st Army, FEMA and HQ DLA, as appropriate.
- (5) Request additional personnel and equipment from DGSC Directorates/Offices/DDRV, as needed.
- (6) Keep the DGSC Deputy Commander informed of on scene actions.
- (7) Request assistance from FEMA, the Commander, 1st Army HQ, Ft. Lee, Chesterfield County and/or Virginia Department of Emergency Services, as needed.

a. ERT/SM Members (Encl 2) will:

- (1) Report to the OSC at the specified location.
- (2) Provide assistance to and execute actions of the OSC or as needed to carry out disaster relief actions.
- (3) For local disasters, call for additional personnel such as First Aid teams, debris removal personnel, etc.

3. PROCEDURES

a. Procedures applicable to natural disasters at DGSC:

- (1) The highest probability of a natural disaster at DGSC is weather associated. DGSC receives weather warnings from the U.S. Air Force Global Weather Network via the U.S. Army Communications Center, Ft. Meade, MD and from the U.S. Weather Service. Warnings are disseminated to DGSC Directors and personnel consistent with the level of expected conditions.
- (2) Upon receipt of a warning which could result in a natural disaster, a decision may be made that all personnel are to remain indoors away from windows and doors.

(3) Procedures applicable after a natural disaster will include the following:

(a) Maximum utilization of First Aid Teams.

(b) Maximum use of Kenner Army Hospital (KAH) Clinic local dispensary - Ext 3821, Ambulance - Ext 3131, with augmentation from KAH, Fort Lee, VA.

(c) Assistance from ANRC Chesterfield County Chapter, telephone 743-2262.

(d) Assistance from the Virginia State Department of Emergency Services, telephone 323-2300. (This will result in the mobilization of medical, technical, heavy equipment, transportation and other services as needed.)

(4) Injured personnel will be treated and/or evacuated to local hospitals or in extreme situations through the mobilized efforts of the Virginia State Department of Emergency Services.

(5) Cleanup, debris removal and rehabilitation of facilities will be determined based on the situations at that time.

o. Procedures applicable to natural disasters at non-DGSC locations.

(1) DGSC actions for disasters at non-DGSC locations are limited to logistics support to military customers, FEMA or the ANRC. Support to the ANRC will usually come through a military channel; however, direct requests may be honored.

(2) Stock fund non-expendable equipment, supplies and operating equipment may be loaned to FEMA, the ANRC or Military Services. When DGSC operating equipment is loaned, an operator will accompany the equipment unless it is determined that qualified operators are available and will operate the equipment.

(3) Cost data will be accumulated for all supplies and equipment furnished. Recipients will be billed directly except for the ANRC. The ANRC will be billed through the applicable Army Area Commander.

(4) When requests for supplies or equipment are received directly from civil activities, the requestor should be referred to the appropriate Army Area Commander or U.S. Army Corps of Engineer District. The OSC will provide all possible assistance. If it is a matter of life or death, the DGSC Commander may approve the release of supplies or equipment. In such situations, approval should be obtained from HQ DLA if time permits. Receipts will be obtained and records and billing will be processed through the appropriate

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channels after the fact.

4. REPORTS. Situation Reports will be made to DLA-LC (or to the DLA SDO) in accordance with reference IE.

RESPONSE TO BOMB THREATS

1. GENERAL

a. The Command Security Officer (CSO) is the On-Scene Commander (OSC) for bomb threat incidents. Detailed procedures to deal with a threat are contained in Appendix 4 to reference ID.

b. DGSC bomb threat procedures are designed to prevent over-reacting; they provide for an analysis of threats and appropriate action to protect DGSC personnel. Directors/Chiefs of Major Offices/Commander DDIV have personnel in their respective areas who have been trained to conduct searches and will be used by the OSC. DGSC has agreements with the 147th Explosive Ordnance Disposal (EOD) Unit at Fort Lee and can also call on the Disposal Team of the Alcohol, Tobacco and Firearms Tax Division (ATFTD), Treasury Department, Richmond, for assistance in search and disposal.

2. RESPONSIBILITIES upon notification of a bomb threat and arrival at the scene.

a. The Director/Office Chief/or Commander DDIV concerned will:

(1) Evacuate the area, using the fire evacuation procedures.

(2) Support the OSC as requested.

(3) Place personnel who do not wish to return to work immediately following a search made in conjunction with a bomb threat on annual leave for the remainder of their scheduled duty day.

b. The OSC will:

(1) Establish a Command Post at the scene from which operations will be directed.

(2) Evaluate the bomb threat and determine whether a search is appropriate.

(3) If a search is to be conducted:

(a) Cordon off the area and conduct a search using respective Directorate/Office/DDIV personnel and Security Police who have been trained in search procedures.

(b) Request assistance from the 147th EOD Unit, Fort Lee, telephone (AV) 687-2709 or the Officer in Charge (OIC), ATFTD, telephone 732-2871, if needed.

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(c) If an explosive or suspicious device is found, request removal or disarming by the 147th EOD Unit.

(d) When the threat area is determined to be safe, advise Directors/Office Chief/Commander DORV that it is safe to direct employees to return to work.

(4) During the bomb threat action, keep the Deputy Commander informed of actions, progress, etc.

(5) Report appropriate information to the local FBI office, telephone 644-2531.

(6) If an explosion occurs, direct and/or coordinate actions to treat and remove injured and/or dead and initiate clean-up action.

(7) Submit Special SITREP data to the CCC (or to the SDO during off-duty hours) in accordance with reference IE.

(8) Submit Security/Police Incident Report in accordance with reference IJ.

c. CRT/SRT members, (Encl 2) will:

(1) Report to the scene upon notification.

(2) Support the OSC as required.

(3) Call forward additional personnel, and/or equipment as requested by the OSC or as determined to be needed.

f. The SDO will function for the OSC pending his arrival on the scene.

3. PROCEDURES

a. The CSO will evaluate the bomb threat to determine its validity. If the threat is a hoax, he will take action to identify the person making the threat and deal with him/her in accordance with applicable Federal statutes. If the threat cannot be discounted as a hoax, he will determine the type of search to be made. Under some conditions it may be appropriate to conduct a low key search without evacuating buildings or areas. The decision will be made by the OSC on the basis of information available.

b. When the threat appears valid, the OSC will organize and conduct a search of identified or suspected areas. Normally, the areas will have been evacuated when OSC arrives. Searches will be conducted by team(s) of trained employees of the work area and Security Police.

RESPONSE TO CIVIL DISTURBANCES

1. GENERAL

a. The Command Security Officer (CSO) is the On-Scene Commander (OSC) for actions to deal with civil disturbances. Detailed procedures are contained in Appendix 1 to reference ID.

b. The DGSC Commander is responsible for the maintenance of law and order within the confines of DGSC and is authorized to make maximum use of all resources and to protect Federal property and prevent interruption of support to DGSC customers. Control of civil disturbances outside of the installation is the responsibility of civil authorities.

c. Riots, demonstrations, carrying of placards, distribution of handbills, making speeches, lie-ins or similar activities on DGSC property are prohibited.

2. RESPONSIBILITIES

a. The Directors/Office Chiefs/Commander DDRV or his representative in whose area a civil disturbance or a potential disturbance occurs will:

(1) Evaluate the situation and if it cannot be terminated immediately, notify the Command Security Officer.

(2) Support the OSC as appropriate.

b. The OSC will:

(1) Direct actions at the scene to terminate a civil disturbance.

(2) Request military support from the Commanding Officer, U.S. Army District Recruiting Command.

(3) Recall members of the Security Police from leave and off-duty status as needed.

(4) Notify the FBI Office, Richmond, telephone 644-2631.

(5) If needed, request assistance from the Provost Marshal, Fort Lee, VA, (AV) 687-3880/2072.

(6) Request the DGSC Commander, or acting for the Commander, inform demonstrators of the provisions of Title 18, United States Code, Section 1382 (see procedures).

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(7) If required, request Federal troop support from the Director of Military Support, Military Support Division (AV) 255-3848 or 227-2762, Ext 247 or 251).

(8) Close all gates and permit only restricted traffic through the main gate or gate 13.

(9) Keep the DGSC Deputy Commander informed of appropriate actions.

(10) Submit SITREP information to the CCC (or to the SDO during off-duty hours) in accordance with reference IE.

c. ERF/SRT Members (Encl 2) will:

(1) Report to the scene upon notification.

(2) Support the OSC as required.

(3) Call to the scene additional personnel and equipment requested by the OSC or as determined to be needed.

d. The Director, Office of Policy and Plans will activate the CCC if directed by the DGSC Deputy Commander or determined necessary.

e. The SDO will function for the OSC pending his arrival at the scene.

3. Procedures

a. When there is or threatens to be a civil disturbance only the minimum force necessary to control or terminate the disturbance will be used. The use of deadly force (firearms) is authorized only under conditions of extreme necessity as a last resort when all lesser means have failed or cannot reasonably be employed.

b. Security checks of the installation perimeter will be increased to prevent unauthorized entry. Coordination will be effected with local law enforcement agencies to increase protective measures outside of the installation. Concertina wire and portable barricades will be placed at gates and vulnerable spots, e.g., the low brick wall south of the main gate.

c. Commanders of tenant activities and DGSC Directors/Office Chiefs/Commander DDRV will be notified to take action as dictated by the requirements of the situation, including such things as securing windows and doors, controlling entry into the area and securing classified and sensitive containers.

d. All unassigned individuals will be requested to depart the installation and the public service activities will be temporarily closed. Personnel assigned to duty at the installation normally will remain in their work areas and proceed as normal with business. However, depending on the situation at the time, all DGSC personnel, excluding Response/Security/Fire forces and, depending on the circumstances, essential personnel in DGSC-Z, may be released by the DGSC Commander. Should this occur, personnel will depart the Center in accordance with instructions provided at that time.

e. If feasible, the OSC will attempt to appeal to the better judgment of the offenders and request that they disperse without difficulty. The leaders of the demonstrators will be informed that they are not permitted to be on the installation and that failure to comply with these instructions could result in their prosecution for violation of a criminal statute, Title 18, United States Code, Section 1382. Should the group fail to heed this warning, a formal proclamation will be issued. The format of the proclamation will be governed by the type of assembly and the situation at hand. As a minimum, the following will be announced. "In the name of the President of the United States, I command that you disperse and retire peaceably to your homes." The group should be given a prescribed time in which to disperse. When the time limit has elapsed, action must be taken to prove to the group that you have not been bluffing.

f. Individuals who, having been warned of possible criminal prosecution, reenter or refuse to leave after being ordered to do so, will be detained or removed from the installation. Whenever circumstances permit, the local civil authorities or U.S. Marshall will be utilized. Any personnel detained will be turned over promptly to the local U.S. Marshal for appropriate action. In detaining or removing unauthorized personnel, only the minimum amount of force required under the circumstances will be used. The tennis court, located west of the Barn and enclosed by a 10 foot chain link fence, will be utilized for a temporary detention site for the demonstrators. Should detention become necessary, it is advisable to apprehend the leaders or agitators of the group rather than individuals who are merely caught up in the excitement of the action.

g. Federal Marshals and Military Police from Fort Lee will be used as needed.

4. REPORTS. Situation Reports will be submitted to HQ DLA in accordance with reference IE.

RESPONSE TO NUCLEAR ACCIDENTS

1. GENERAL

a. The Command Security Officer (CSO) is the On-Scene Commander (OSC) for response to nuclear accidents.

b. Nuclear accidents which would affect DGSC could possibly occur from nuclear devices which are being transported by or over DGSC.

c. DGSC on-Center assets contain only low level radioactive materials which are not capable of causing disastrous conditions. Accordingly, this enclosure applies only to non-DGSC owned nuclear devices.

d. The Secretaries of the Military Departments and Directors of the Defense Agencies shall have primary responsibility for an accident involving radioactive materials, to include nuclear weapons, as follows:

(1) When the accident occurs on a DoD installation or geographic area, responsibility shall rest with the department or agency having jurisdiction.

(2) When the accident occurs beyond the boundaries of the DoD installations and areas of jurisdiction, responsibility shall rest with the department or agency having custody of the radioactive materials at the time of the occurrence.

e. If an accident involving a DoD owned nuclear device occurs on or in close proximity to DGSC, the OSC will be responsible for control and operation pending the assumption of responsibility by the owner or another military or nuclear regulatory activity.

f. Upon becoming aware of a nuclear accident/incident, the OSC must determine which military or Nuclear Regulatory Commission (NRC) installation/activity is closest to the point at which the accident is reported to have occurred. If DGSC does not appear to be closest to the event, the appropriate installation/activity will be contacted for assurance that initial control is being assumed by the activity. If DGSC is determined to be the nearest military activity or if there is any doubt concerning the assumption of control by another activity which due to its location would normally assume control, the DGSC OSC will take action to deal with the incident/accident.

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2. RESPONSIBILITIES

a. The OSC will:

(1) Request the Office of Policy and Plans to activate and provide to the OSC the DGSC Radiological Monitoring Team.

(2) Assemble the required personnel to take action to appropriately control conditions at the scene.

(3) Consider requesting assistance from the Virginia Department of Emergency Services Radiological Calibration Unit (ext. 3174) if needed.

(4) Proceed to location of accident, establish a Command Post, secure the area and assume initial control of emergency operations.

(5) Notify Virginia State Police and the Emergency operations center of the Virginia Department of Emergency Services (323-2300).

(6) Determine owner of device and report details to CCC which will notify owning activity.

(7) Relinquish control to the owning service upon arrival of their representative at the scene.

b. ERT/SRT Members (Encl 2) will:

(1) Report to and support the OSC at the designated location when called.

(2) Call forward additional personnel and/or equipment upon request of the OSC or upon determination of need.

c. The Director Office of Telecommunications and Information Systems (DGSC-Z) will establish a radio communications link between the OSC and the CCC within 30 minutes after the communications center is so notified.

d. The Director, Office of Policy and Plans (DGSC-L) will:

(1) Activate the CCC upon direction or upon determination of need to coordinate command actions.

(2) Activate the DGSC Radiological Monitoring Team and make the team available to the OSC.

(3) Report the occurrence of a nuclear accident to the owning service, National Military Command Center, (AV) 851-3840, to HQ DLA Command and Control Center, (AV) 284-6450, and Joint Nuclear Accident Coordinating Center, (AV) 221-2102.

(4) Submit a Special SITREP to DLA-LC in accordance with reference IE.

3. PROCEDURES

a. Upon arrival at the scene, the OSC will provide technical assistance or advice to State Police and medical personnel with regard to radiation levels and nuclear hazards.

b. At off-Center locations, the OSC must be aware that he is operating in an area of Civil Government jurisdiction. The Public Affairs Officer will accompany the OSC. Coordination with the Civil Government official is of primary importance.

c. A Command Post will be established (normally in a DGSC radio equipped vehicle) from which to direct operations.

d. The primary function of the OSC is to monitor the area, stabilize conditions, maintain security of military nuclear deliveries, cordon off the area or assist State or local police in that action to keep personnel at a safe distance until the owning service can arrive on scene and assume responsibilities for operations.

e. The OSC must keep the DGSC Commander or Deputy Commander and the CCC informed at all times. The CCC will notify the activities listed in paragraph 2d(3) above.

4. REPORTS. Situation Reports will be submitted to HQ DLA accordance with reference IE.